



## Criminal Justice Systems Specialist

Class Code:  
2346

Bargaining Unit: Non-Bargaining

ALACHUA COUNTY  
Established Date: Nov 25, 2008  
Revision Date: Feb 18, 2009

### **SALARY RANGE**

\$22.67 - \$36.27 Hourly  
\$1,813.29 - \$2,901.25 Biweekly  
\$3,928.79 - \$6,286.04 Monthly  
\$47,145.49 - \$75,432.45 Annually

### **CLASS CONCEPT:**

This is technical work maintaining, designing, enhancing and researching network systems, pc hardware and software, and data communications in the Alachua County Department of Court Services.

An employee assigned to this classification performs a variety of tasks relating to network design, database data collection, pc hardware and software maintenance and support, computer processing and information documentation.

Work is performed under the general direction of a higher level supervisor and is reviewed through conferences, reports, and observation of results obtained.

### **EXAMPLES OF DUTIES:**

#### **ESSENTIAL JOB FUNCTIONS**

Installs, supports and tests network systems and hardware and software associated with them.

Evaluates implements and supports network systems and pc hardware and software associated with them.

Analyze and pull required data for complex reports required for divisional and departmental decision making.

Analyzes information objectives and/or goals and prepares documentation for achieving desired objectives and goals.

Analyzes user requirements and proposes network, pc hardware or software solutions to meet those needs.

Provides customers with technical assistance and training to provide desired information requested.



Analyzes information from users to modify and/or simplify current and future technology used in network systems support.

Performs related work as required.

**NOTE:**

These examples are intended only as illustrations of the various kinds of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of network system administration, data base support, pc hardware and software support, and communications protocols.

Considerable knowledge of major types of network operating systems (Novell/Windows NT), pc operating systems (Windows 9X, DOS), and computer equipment.

Considerable knowledge of information research techniques and available resources.

Considerable knowledge of criminal justice systems and security requirements.

Ability to plan, organize and implement elements involved in a network administration, design and support.

Ability to understand and follow complex verbal and written instructions.

Ability to interface or mash up different computer platforms accurately.

Ability to establish and maintain effective working relationships with department directors, fellow employees, constitutional officers and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and use hands to finger, handle or feel.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, and is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

**MINIMUM QUALIFICATIONS:**

Associate of Science degree in computer science or a Bachelor's degree in computer science or a directly related field and one year of networking experience; or an equivalent combination of directly related education, training and/or experience.

Successful completion of a criminal history background investigation is required prior to employment. FDLE certification. Applicants within six months of meeting the minimum education/experience requirement may be considered for trainee status.